

**JOB POSTING**  
**Member Relations & Safety Assistant**  
January 15, 2015

**Position Reports to: Member Services Coordinator**

Ministry with Community, a Kalamazoo based non-profit whose mission is to empower people to make positive life changes, is seeking a skilled Member Relations & Safety Assistant to join their team! Ministry with Community serves people experiencing homelessness, poverty, mental illness, addiction and other personal crises by empowering them to make positive life changes. The Member Relations & Safety Assistant will assist members in accessing all services within the agency, while being proactive in resolving any safety concerns throughout the building.

**Essential Functions:**

- Supports and upholds MWC Community Expectations in a timely fashion, using conflict management skills.
- Works to establish working relationships with our members.
- Ability to be proactive; to see and deal with potential safety issues before they arise.
- Assists members, volunteers, and donors at the front desk.
- Complete and file Incident Reports as necessary.

**Desirable Characteristics:**

- Excellent people skills: approachable, good listener, relates well to all types of people
- Experience working with diverse populations
- Able to handle stressful situations effectively and patiently
- Demonstrated ability to communicate, both verbally and in writing
- Patience and passion for serving people struggling with homelessness, poverty, mental illness and other challenges; Understanding and compassion towards our members

**Qualifications:**

- 18 years of age or older
- At least one year experience working with diverse populations
- At least one year of direct care human service and/or customer service experience
- At least one year of security-type experience
- Ability to effectively use a computer and Microsoft software
- Ability to be on one's feet for extended periods of time

**Hours:** Will vary during open facility hours 6:30AM-5:30PM      7days/week  
(must be available some weekends and holidays)

**Wage:** \$8.50/hour

This position requires mandatory drug screening and a background check.

**To Apply:** Please submit your resume and letter of interest to:  
Coordinator of Member Services, 440 N. Church Street, Kalamazoo, MI 49007  
or email [admin2@ministrywithcommunity.org](mailto:admin2@ministrywithcommunity.org)

**Deadline: 01/31/2015**

NO PHONE CALLS PLEASE

M/F/D/V

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